



Northwest Technology Center Technology/Equipment Checkout & Check-in Form

Date of Checkout: _____

Date of Return: _____

Borrower Information:

Name: _____ Program/Department: _____

Phone Number: _____ Email: _____

Status: Adult Student High School Student

Equipment Details:

Device Type (Laptop, Tablet, etc.): _____

Brand/Model: _____ Serial Number: _____

Accessories Included (Charger, Case, etc.): _____

Condition at Checkout: New Good Fair Poor

Check Out Eligibility & Procedure:

- Students must demonstrate competency in using equipment and be in good standing with NWTC.
- Complete the checkout form (parent/guardian signature required if applicable).
- Inspect equipment before leaving; students are responsible for missing or damaged items upon return.
- Late, damaged, or non-functional returns may result in loss of checkout privileges.
- Students and parents/guardians are financially responsible for any damage or loss.
- Equipment must be used appropriately (no explicit content, violence, crime, etc.).

Acknowledgment of Responsibility:

I understand I am responsible for the proper care and return of the equipment listed above. If lost, stolen, or damaged due to negligence, I may be held financially responsible.

Approximate Financial Obligation if Lost, Stolen, or Broken: \$ _____

Borrower Signature: _____ Date: _____

IT Director Approval:

- Approved By (IT Director Name): _____
- Signature: _____ Date: _____

Check-in Confirmation:

- Date Returned: _____
- Condition at Return: New Good Fair Poor

Received By (IT Staff Name): _____ Date: _____